

Information Technology Report

3RD QTR FY04

SDDC INFORMATION MANAGEMENT

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Issue #3

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Editor's Comments

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Welcome to the third issue of the Information Technology Report (ITR) quarterly newsletter. The ITR is produced and published by SDDC Information Management

Field Support Branch and disseminated throughout the CONUS IT community. We hope this will be a useful and informative publication, to keep the IM employees up-to-date on what is going on in



IT. Five copies will be printed and mailed to each CONUS location and the report will be published on the SDDC Intranet.

New WPS Website

Ruth Ogilvie, SDG6-AO (703) 428-2775

We have launched a new WPS website. We had actually worked on this for a while to clean up the cluttered web pages and separate systems, information, etc. Access to the WPS web is the same as before thru ETA. Please check it out and let us know what you think or if you have any constructive suggestions. POC for the WPS web is Vickie Moore, e-mail moorev@sddc.army.mil

ADOBE RETIRES PAGEMAKER WITH NEW TRANSITIONAL PROGRAM

Adobe's new InDesign CS PageMaker Edition is the final version of the company's popular PageMaker page-layout program. The new program includes Adobe's InDesign CS software along with tools to ease the transition of longtime PageMaker users to InDesign, Adobe's flagship layout application.

Documents created in PageMaker 6.0, 6.5 and 7 can be converted to work in InDesign CS PageMaker Edition. And the package includes a training video for using InDesign. InDesign CS PageMaker Edition, available for Windows and Macintosh, costs \$349 for registered PageMaker users. Educators can purchase the application for \$219, and InDesign CS users can download the plug-in pack for \$49. <http://www.adobe.com>

Unauthorized Peer-to-Peer

P2P applications provide a vector for introducing malicious code (including viruses, Trojan horses, backdoors, and worms) into Army networks or ex-filtrating official data or information. Additionally, unauthorized P2P applications may have application bugs that permit remote exploitation by malicious users. P2P is a bandwidth multiplier effecting mission readiness and places the Army and Commanders at risk of legal ramifications for illegal activities.

System and Network administrators will utilize STAT scan policy or ISS scan policy to identify and remove systems configured with illegal or un-accredited P2P applications. Machines running unauthorized P2P technologies shall be removed from network connectivity and investigated to determine whether the activity represents unauthorized use by an authorized user; or a compromised system. Report suspected or known compromises to theater RNOSC/RCERT as category 7 malicious logic. Rebuild and lockdown all systems identified per requirements.

Periodic scans will be conducted to ensure no machines have P2P software loaded. There is already a policy on this issue. Most if not all reporting of affected assets will fall on IA and network personnel but it is important that all users understand the impact if P2P software is discovered.

OUTLOOK OFFICE ASSISTANT - POC: Michael Ness (757) 878-8879

The MS Outlook **Out of Office Assistant** can be configured to **Auto Reply** to incoming messages during your absence. In addition, any incoming messages can be **Auto Forwarded** to another Email Account.

From the main Outlook Window, Select **Tools** from the Menu Bar,

Select **Out of Office Assistant** from the Dropdown Menu, On the Out of Office Assistant Window:

Click/Select **"I am currently Out of the Office"**, You can leave the Assistant set to "I am currently In the Office" and still set all other parameters. "I am currently Out of the Office" can be set prior to departure.

Enter message text in the Auto Reply Field, This message will automatically be send to anyone sending Email to this Mailbox. This message will only be sent once to each unique address sending to this Mailbox.

To set up an **Auto Forwarding** Rule in addition to the Out of Office Auto Reply message:

Click the **Add Rule** Button, In the Edit Rule Window: Leave all of the message condition fields (From, Sent To, Subject, etc) blank unless you want to filter messages Click/Select **Forward** under Perform these actions

Enter the new Email Address in the To Field, Method should be set to **Standard**

If you are setting up an Auto Forwarding Rule to your AKO Mailbox, make sure that your AKO Mailbox is not configured to Auto Forward back to your Exchange Mailbox. A message forwarding "loop" will result and one or both of your mailboxes will be shut down. Click **OK** to save the rule Click **OK** to save Out of Office Assistant settings

AKO Mail Auto-Forwarding

Army Regulation 25-2 prohibits the practice of auto-forwarding official mail to non-official accounts. To comply with AR 25-2, AKO is discontinuing the option to auto-forward email to non-official accounts. To view this regulation, please visit: http://www.army.mil/usapa/epubs/25_Series_Collection_1.html.

Mail domains that will retain auto-forwarding: AKO will manage exceptions to this overall policy on a domain-by-domain basis. At this time, AKO will continue to support auto-forwarding to the following domains only:

- *.mil
- *.ndu.edu
- *.gov
- *.nato.int
- *.usma.edu
- *.marshallcenter.org (Marshall Center)
- *.apcss.org (Asia Pacific Center for Security Studies)
- *.pims.org (Partnership for Peace Information Management System)



Emails processed by AKO after 19 January that do not end in one of these domains will be directed to the user's AKO in-box.

Steve Schmitt –SDG6 **Technical Advisor**

Congratulations to Steve Schmitt on his promotion to **GS15** and new job as **SDG6** Sr. Technical Advisor.



Good Bye **Ms. Kim Quinn**

Ms. Kim Quinn departed SDDC for employment with private industry.



(Information Assurance)

Instant Messaging

By John Smith (703) 428-2121

An instant messaging program is one that can instantly send messages from one computer to another by means of small 'pop-up' windows. Instant Messaging is a stand-alone program that you download and install. ICQ, AIM and Yahoo Messenger are just a few of the instant messaging programs available today. A recent change to AR 25-2 specifically **prohibits the use** of instant messaging. A list of prohibited activities can be found in AR 25-2, para 3-3 c. 2, and DOD 8500.2.

Congratulations to Ms. Donna Hunter

Donna was promoted to GS14 Chief, C4 & Data Management Branch, a position held by Mr. John Vessenmeyer who RETIRED 1 January 2004.

ICODES UPDATES

Stephen Goodman, PM ICODES



Steve O'Driscoll-Packer of ICODES Customer Support is currently in Kuwait City, Kuwait, to support the 831st Transportation Battalion in Operation Enduring Freedom II. Over a 60-day period, O'Driscoll-Packer will provide training and technical support for the Military Surface Deployment and Distribution Command (SDDC).

ICODES Customer Support is working with the SDDC Operations Center at Ft. Eustis, VA, to distribute the ICODES Viewer to 17 units across the United States. The ICODES Viewer, which can be downloaded from the ICODES Web site, will allow unit movement officers the ability to better plan the discharge and movement of their cargo from the port back to their installations.

ICODES Customer Support Representatives, Matt Parrott, Chad Forrester, and John Caudell and ICODES PM Steve Goodman traveled to Korea the first two weeks in March to participate in a Reception, Staging, Onward movement, and Integration (RSO&I) exercise. ICODES was used to assist in determining the most efficient way to move cargo items by ship, rail and truck convoys. In addition, ICODES interfaced with SEAWAY in order to plan schemes of maneuvers. SEAWAY is an agent-based system that allows the user to plan, assess operational impact, evaluate supportability, and identify risk in expeditionary operations. For more information on RSO&I and combined operations in Korea, visit the link <http://www.fas.org/news/dprk/2000/dprk-000900.htm>

The ICODES Customer Support Help Desk has been extremely busy in recent weeks due to the use of ICODES 5.3.1 by the USMC to support the movement of all units and cargo to and from Southwest Asia.

ICODES ASSISTS IN LARGEST TROOP ROTATION SINCE WWII

ICODES Customer Support Representatives Boone Pendergrast, Matt Parrott, Steve O'Driscoll-Packer, Evan Sylvester and ICODES PM Steve Goodman assisted stowplanners at Pearl Harbor in the success of the largest troop rotation since World War II in December

and February. The Surface Deployment and SDDC loaded more than 4,500 pieces of cargo in four deployments to support the 25th Infantry Division (Light), National Guard, and 3rd Marines in Operation Iraqi Freedom II and Operation Enduring Freedom II. Stowplanners' greatest challenge was ensuring that such a massive amount of cargo would fit on the ships, which is where ICODES excels. They used ICODES to develop the pre-stow plan, determine the proper segregation of hazardous materials, and achieve the trim and stability requirements requested by the ship.

http://www.icodesweb.com/external/stowbytes/200403A_SB.pdf

ICODES WEB NOW OFFERS ADVANCED SHIP SEARCH CAPABILITIES

At the suggestion of the ICODES PM Steve Goodman, stow planners can now generate a list of ships to meet their needs with a new ICODES Web feature, an advanced ship search tool. The advanced ship search is a search function in the ICODES Ship Database on the ICODES Web site that allows users to search for a ship based on one or more ship characteristics. Some of these characteristics include crane capacity, total available sq. ft., and maximum cargo height. Until the release of the advanced ship search, stow planners could only search for a ship based on type, program, or name. All ICODES operators with access to an ICODES Web account can explore the advanced ship search. To establish an account on ICODES Web, please contact ICODES Customer Support at 1-800-542-8745 x225 (CONUS), 1-805-541-3750 x225 (OCONUS), or icodes-support@cdmtech.com. <http://www.icodesweb.com>

ICODES BROCHURE

For a comprehensive description of ICODES, the agent-based technology behind the software, and functional capabilities, please visit the link below to download the ICODES Brochure.

http://www.icodesweb.com/external/brochure/ICODES_CDM_Brochure.pdf

Prepared by CDM Technologies, Inc.
STOWBYTES@cdmtech.com.

VTC New Connection Approval Process - POCs: George Bess & Jerry Sharp (757) 878-8444/8829

New Connection Approval Process went into effect on 01 March 2004. The following is now a requirement for Registration and Connection to DISN Video Services: Additional information can be viewed at www.disa.mil/disnvtc.

- * Compliant with DoD, CJCS, DISN and DVS References; (i.e. DITSCAP, CJCSI 6211.02B, DODD 8500.1, DVS CAP)
- * DVS Online Registration (<http://www.disa.mil/disnvtc/become.htm>)
- * VTF Connectivity & Configuration Diagram
- * DISA Form 41 - System Access and Authorization Request
- * Unclassified Authority To Connect Request - signed by DAA (Unclassified Video Teleconference Facilities only)
- * Authority To Operate (ATO) (Secure Video Teleconferencing Facilities only)
- * Access Approval Document (Secure Video Teleconferencing Facilities only)
- * JITC Certification Testing (CONUS VTFs only)
- * AT&T Validation Testing
- * DVS Acknowledgement / Authority To Connect - From GS25 (DVS) to Subscriber (either electronic or hard copy)

Continuity of Operations (COOP)

What IF something goes very wrong...no one, not mobilized units, not Outports or Terminals, not commercial shippers or carriers can reach the systems at SDDC Alexandria to book and ship cargo? How can our troops receive their required support? Well, if everything goes as planned, computer systems located at the SDDC Operations Center will be brought online and take up where the unreachable systems at Alexandria had to leave off.

It's called Continuity of Operations, or COOP. It is a plan whereby computer systems at the SDDC Operations Center, running the same software as their counterparts at SDDC Alexandria, are brought online if and when the booking and shipping systems at Alexandria become unreachable due to a natural or man-made disaster.

Currently there are twenty-eight (28) servers in the Ops Center computer room that make up ten (10) distinct

systems. These systems are replications of the booking and shipping systems at Alexandria. These are the systems that most of you work with on a daily basis and have all heard of. GFM, IBS, WPS, and GOPAX are a few of the familiar names.

IM personnel from Alexandria and the OPS CNTR have been working in close coordination with Ms. Leola Reynolds of the SDDC OPS CNTR COOP Team since January, 2003, testing, upgrading, and retesting the COOP equipment/systems. Currently, seven (7) out of the ten (10) systems are in a "ready" state and available to stand in, should a problem occur with their counterpart systems at Alexandria. The last three systems are scheduled for completion in early 2004.

Questions about the COOP System should be directed to Ben Milazzo (757) 878-8879, DSN 826 milazzob@sddc.army.mil.



Farewell Mariah Bersane - Ruth D. Ogilvie (703) 428-2775 DSN 328

Mariah Bersane has been a member of the WPS software team in Alexandria for several years now. She has been working at SDDC for over 12 years, starting out as a summer hire, being Herb Kaskoff's secretary, working in the COC, and then finally working her way up in the software team. She has been a great asset and has taken over many duties to lighten the workload. April 2nd was Mariah's last day with SDDC. She has accepted a position with the Navy at Pax River which is much closer to home and her commute will go down to less than half an hour from the sometimes 2 hours it takes her to make it into our office. Her cheerfulness and willingness to do and learn more and more will be greatly missed in our office.

Outlook Web Access (OWA) - Ernest Lawhorn (757) 878-7519

Did you know that you can gain access to your SDDC email even though you're not at work? OWA is the quickest and easiest way to establish access to the SDDC Exchange Email System. OWA connectivity is established between a workstation's Web Browser and an OWA Web Site. Although your workstation or laptop never really communicates with the Exchange Server, the OWA Server can interact with the Exchange Server and authenticate your login. OWA access is granted via secure Hypertext Transport Protocol (HTTPS) to communicate between your browser and the OWA Servers. So, if you want to access your email from your home or while you're away, talk to your local Systems Administrator or Help Desk personnel to obtain the correct procedures to connect to one of our many local OWA servers.



TSACS - QUESTION - Kristen Hicks (757) 878-8857 FAX (757) 878-8887 DSN 826

Q: How do I get a TSACS Account? **A:** To get access to TSACS go to the SDDC Intranet Web site at <http://teamsddc.sddc.army.mil>, click on "Bulletin Board" on the left side of the screen and scroll down to "Terminal Server Access Controller System (TSACS)." Select the TSACS registration worksheet, print the document, complete the form and obtain supervisor's signature. Submit the form to the OPS CNTR IM help desk. Please note that to be granted a TSACS account, an individual must have a favorably completed NAC and/or security clearance, which must be validated by the security officer.

Maintenance/Service Renewal - Arned Powell (757) 878-7831

The SDDC OPNS CNTR CAPRS have been submitted and approved to renew the following maintenance/services contracts that expire in April 2004. CA Unicenter Service & Technical Support, Consolidated Reserve Cell phones, COX Cable Business Internet Accts, Federal Express Services for 954th TC, Net Apps 740 and 820 Hardware Maintenance, Safety Net Applications/Systems Development and Maintenance, UPS Maintenance and Service Support, and WINZip Software.

MPOC2 Provides Support to 956th Trans

Rich Mlinar (732) 676-1010

The 956th Transportation Company, Ft. Monmouth, New Jersey has an AOR that stretches along the East Coast from Northern Maine to Norfolk, Virginia. The broad scope of the mission has caused unit personnel in recent years to support deployment missions at commercial terminals in Staten Island, New York; Jersey City, New Jersey; Port Newark/Port Elizabeth, New Jersey; Philadelphia, Pennsylvania; Norfolk, Virginia; and Newport News, Virginia.

In support of the recent surge of unit equipment destined for Operation Iraqi Freedom, the 956th Trans Co and the 1192nd TTB deployed unit equipment on four vessels from the Packer Avenue Terminal, Philadelphia, Pennsylvania. To provide greater communications support during the mission, HQ SDDC SDG6 and the Ops Center Field Support Division arranged to have a Mobile Port Operations Center (MPOC) brought to the port.

The MPOC and Deployable Port Operations Center (DPOC) are SDDC initiatives designed to provide port personnel with computer and communications equipment that will enable them to perform their deployment support missions. MPOCs and DPOCs are mobile offices that provide the same information technology capabilities SDDC personnel have at their home

stations – including Worldwide Port System (WPS); Integrated Computerized Deployment System (ICODES); an Exchange Server with E-mail and Internet access; and the Multi-Media Communications System (MMCS) communications module, which provides satellite access to NIPRNET and SIPRNET.

MPOC equipment is contained in a shelter mounted on the back of a HMMWV. The MPOC also has a mobile generator for power supply during periods when port power is unavailable.

The configuration of DPOCs and MPOCs is managed by the Project Manager, Defense Communications and Army Transmission Systems (PM DCATS), also located at Ft. Monmouth, NJ. Prior to the mission, 956th Trans Co SAs coordinated with HQ SDDC SDG6, Ops Center Field Support Division, and PM DCATS personnel to ensure that all MPOC equipment was updated and properly configured for mission support. The SDDC WPS Team sent personnel to the port to upgrade all MPOC2 WPS equipment and software. Lary Marler and Vickie Reif, HQ SDDC SDG6, provided direction to PM DCATS, and ensured that all involved parties coordinated their efforts.

During the mission in Philadelphia, a Very Small Aperture Satellite Terminal (VSAT) provided



MMCS connectivity from the personnel at the port to their duty station at Ft. Monmouth. The VSAT is designed so that a two-person team can erect it within 30 minutes. The VSAT provided high-speed communications to users working the mission. Communications were established through use of the PM DCATS Network Operations Center (NOC), located on the Ft. Monmouth domain.

The MPOC2 was located adjacent to an existing SDDC trailer on the pier at the Packer Avenue Terminal. The MPOC2 provided eight laptop workstations, two ICODES workstations, two network printers, two local printers, and five LOGMARS scanners. It also provided ten VOIP phones. All workstations had high-speed access to WPS and the Internet. Personnel could check their mail through use of AKO or OWA accounts.

Steve Dunn, 956th Trans Co WPS SA, found sending and receiving of files to and from the 956th Trans Co's WPS terminal server to be a great asset. Dunn stated that "having access to the DOD-CERT as well as various other .mil sites, and being able to access their resources was another asset of having the MPOC2 at the port. Overall having the MPOC2 at the port for the mission in Philadelphia was a big help to us."

UPDATED ORGANIZATION CHART

The updated Organizational Chart was released on January 05, 2004. If you would like a copy please contact Hanh Lam at (703) 428-2922. DSN 328



Electronic Document Management

Lori Weaver (757) 878-7493

The software being used for electronic document management and records management is Hummingbird's Document Management with Records Management Solutions. It provides the ability to easily manage both electronic and paper documents through electronic record keeping. In addition, it provides a robust tool for identifying, processing and managing official records for disposal, retention, or archive according to legal and legislative requirements.

The Operations Center's Stevedore and Intermodal Sections are accessing thousands of previously scanned documents via the powerful search and retrieval capability provided by the software. The Business Process, Customer Service, Carrier Service and Domestic Asset Management Branches of the Domestic Surface Distribution Division are scheduled to be the next ones to gain access to the search and retrieval capabilities of this program.

Approvelt*Lori Weaver (757) 878-7493*

"Leveraging electronic signature and digital signature technology to achieve total automation." is a quote from Silanis, the makers of Approvelt. Electronic signatures can help automate the business approval process. Just as e-mail set the pace for improved efficiency in communicating, electronic signature has the potential to do the same for the business approval process. The innovative thinking of one employee in the Domestic Carrier Services Branch

has led to an automated process being developed that will allow letters to be automatically generated and electronically signed and distributed at the click of a button. This electronic approval process will streamline processing and minimize, if not eliminate, costly postal charges. Mike Rowe was the pioneer for this effort in the Domestic Carrier Services Branch. Providing administrative support to the Command's Transportation Safety and Security Program for Commercial Carriers, Mr. Rowe has successfully eliminated the need for US Postal

mailing of upwards of 100 quality assurance reports per month. Kudos to Mike for his innovative thinking!

You too have access to the technology that can automate an approval process. You already have the tools to generate, route, and store documents electronically, all you need is to begin modifying your existing process to make use of the electronic signature technology available to you for approving documents.

Electronic Forms Management (FormFlow)*Lori Weaver (757) 878-7493*

In February 2004, the AEFSS program was upgraded on all OPS CNTR desktops to version 4.8. Everyone should be using the updated version of the software to access all government forms. AEFSS provides access to many forms that are "electronic signature enabled." You are encouraged to begin using electronic signatures on all of the forms that have been electronic signature enabled. Please see the SDDC Intranet site (<http://teamsddc.sddc.army.mil/FormFlow/FormFlow.htm>) for more information.

Name Change - EMAIL*POC: Mike Ness DSN 826-8846*

As of now, both the Internet Mail Service running at HQ-Alex and at OPSCNTR will accept messages addressed to either `mtmc.army.mil` or `sddc.army.mil`. That being the case, Exchange Admins can begin modifying Mailbox SMTP Addresses at anytime. The thing to be careful of is that Mailboxes should have both addresses (`mtmc` & `sddc`) - Many of the people we correspond with continue to use the `mtmc.army.mil` address especially if they have saved this in their personal address books.

Exchange Admins can manually modify the Mailbox SMTP Addresses - This shouldn't be too bad especially for those Sites that only have 30-40 Mailboxes.

Otherwise, Neil Strecker at HQ-Alex has developed a VBS Script that can be used in conjunction with the Exchange Directory Export/Import functions. This is what I intend to use here at OPSCNTR. I would need to write up some instructions if this is going to be sent out for use at the outposts.

**DPOC6 Provides Support to 842nd TB Corpus Christi***Hazel Williams (409) 784-3868*

The 842nd TB received a DPOC6 to support an important mission in the Corpus Christi area of operations. The DPOC6 was the answer we needed for this mission because it provided all the necessary Information Technology services and equipment. The DPOC6 provided 1024 KBs X band SATCOM, dedicated DSN voice lines, STE, secure and non-secured fax, classified and unclassified printers, high speed copier, 24-port hub, WPS servers, and ICODES and DMS laptops. The DPOC also provided NIPRNET and SIPRNET Exchange servers, AFN TV/receiver, PIX firewalls on NIPRNET and SIPRNET, Refrigerator and microwave, and coffee pot.



After working with the DPOC for a couple of weeks, I realized there is a lot of planning necessary to get it operational. SDDC, TRANSCOM, and DISA play a heavy part in getting this unit operational. Lessons learned are the gaining unit (842nd TB) that will be responsible for the operation of the DPOC should be involved from start to finish. One of our biggest challenges was getting the key-mat material required to get the SIPRNET operational. We learned that we needed to get our COMSEC custodian involved in this process.

The DPOC6 is like having your own gated community. You feel like the Mayor of DPOC6 City. This is truly multi-tasking at it best. There were a lot of challenges getting the SIPRNET up, but the TAMSCO folks worked hard day and night to get it up and running and we thank them for their dedication to duty. If you need help getting a DPOC operational, give me a call and we will definitely get the ball rolling.

SPAM Filter

We do not currently have a SPAM Filter on the Exchange Server to block these type of messages. The danger of possibly rejecting mission critical Email currently outweighs the benefits of filtering incoming Email.



MS Outlook has a built-in Junk Email Filter and an Adult Content Filter. Junk and/or Adult Content Email can be automatically identified, moved, or deleted based on user configuration and filters set via Outlook. See Filters.txt file for default Outlook Junk and Adult Content Filters - This file is located at C:\Program Files\Microsoft Office\Office.

To Enable and Configure Junk Email Filtering:

Run Outlook 2000. Select **Tools** in the Menu Bar

Select **Organize** in the Drop Down Menu

Select **Junk E-mail** in the Ways to Organize Inbox Pane

If you only want to Identify Junk messages

Select Automatically COLOR Junk messages -and- Select a specific color, then Click the **Turn on** Button

If you want to Move (or Delete) Junk messages

Select Automatically MOVE Junk messages to -and- Select a

specific folder (specify Deleted Items to delete messages), then Click the **Turn on** Button

To Add Email Addresses to Junk Email Senders List:

You must first enable Junk Email Filtering as described above—After selecting **Junk E-mail** in the Ways to Organize Inbox Pane Click on the **Click Here** Link

Click on the **Edit Junk Senders** -or- **Edit Adult Content Senders** Link, Click the **Add** Button

Enter Email Address in the Edit Window

Click **OK** to save Email Address, Click **OK** to close

Edit Window

Alternatively...

Right-Click on an offending Email message

Select **Junk E-mail** in the Popup Menu

Select **Add to Junk Senders List** -or- **Add to**

Adult Content Senders List as appropriate

An alternative method of filtering Junk Email is to create your own Rule(s) via the Outlook Rules Wizard. POC: Michael Ness (757) 878-8846

Outlook Personal Folders - POC: Mike Ness (757) 878-8846

Outlook Personal Folders are used to store Email messages and other Outlook information in a format accessible by Outlook and indistinguishable from MS Exchange Mailbox contents but outside of the MS Exchange Server Database.

At the SDDC OPSCNTR, Mailbox Size Limits have been imposed.

The default limits are:	Issue Warning	40 Megabytes
	Prevent Send	50 Megabytes
	Prevent Send & Receive	

These limits apply to the entire Mailbox contents including: Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Notes, Sent Items, and Tasks -and- any additional folders/sub-folders created by the user. These limits are based solely on the amount of disk space used and do not relate to the number of items contained in the Mailbox.

In order to maintain Mailbox contents below the imposed limits and still retain accessible copies of Outlook messages and items, most users have had their Outlook Profile configured to provide access to one or more Personal Folders. A Personal Folder is actually a specific type of file with PST file extension, that is accessible by Outlook. The contents of a Personal Folder (PST file) generally are not readable via ASCII text editor utilities or word processor applications but Outlook can access and present the information 'as if' it were standard Exchange Mailbox contents.

Relocation of SDDC to Ft. Eustis, VA

Steve Schmitt (703) 428-2153

The Military Surface Deployment and Distribution Command (SDDC) and the US Army Garrison, Fort Eustis is proposing to accommodate the relocation and consolidation of the SDDC Headquarters elements to Fort Eustis. Currently, a two-story structure will be constructed on a partially developed parcel of land within the Fort Eustis area to accommodate the SDDC with a subsequent relocation of personnel. A draft Environmental Assessment (EA) has been prepared describing the project, the affected environment and analyzes environmental consequences associated with the facility construction, personnel relocation and operation of the Headquarters, SDDC at Fort Eustis. Following completion of the draft, the Army has initially determined that no significant environmental impacts would occur from this project and has drafted a Finding of No Significant Impact (FONSI). The draft EA and FONSI are available for review at the Groninger Library, Fort Eustis, Grissom Public Library, and Christopher Newport University Library Newport, News, VA.

Active Directory and Server Consolidation

Michelle Pence (703) 428-2003



SDDC is quickly moving down the road of defining its

SDDC will be implementing the overall server consolidation using new technology of Windows 2003 and Exchange 2003. The SDDC implementation will be for the entire enterprise worldwide. We are looking to have contractual support in place to start the AD planning by end of April. Telephone conferences and video teleconferences (VTC) will be used to maximize the talents within the command at SDDC OPS CNTR, SDDC TEA, 598th TG and 599th TG.

own active directory forest structure. Under AD

GCCS Transition Plan

*John Natoli and Jim Ruthford
(757) 878-7409 /8542*

GCCS is the Department of Defense (DOD) Command and Control (C2) system and its transition to GCCS Version 4.0 will have a major impact on how SDDC performs its day-to-day operations. SDDC relies heavily

on Joint Operation Planning and Execution System (JOPES) to accomplish its mission. In GCCS Version 4.0, JOPES has been reengineered, which will require SDDC to alter the way business is conducted.

The overall transition to GCCS 4.0 for all sites will occur in two phases. Phase 4.0a will occur when the

JOPES server enclaves are online. Users will have GCCS 3.6.6 clients that will allow connectivity to the 4.0a enclaves and the 3.6.6 servers. Phase 4.0b will be more intensive for most sites. During this phase, a new server suite will be built, while maintaining servers to support 3.6.6. Also, clients for the 4.0b will need enough updates to warrant a refresh of all software.

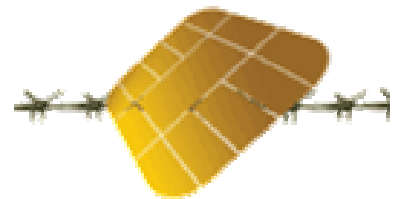
CAC Card Middleware Update

Dan Foy (757) 878-8823

PM SET-D is in the process of distributing the new middleware upgrade throughout the Army. They have created a Middleware Resource Center on their website at <https://setdweb.setd.army.mil/middleware> that will provide detailed information, quick reference guides, FAQs, and available patches & fixes.

It is strongly recommended by the manufacturer and PM SET-D that ActivCard 2.x be uninstalled before installing ActivCard 3.0 or Netsign 4.2. It is also strongly recommended that organizations using Microsoft Word editor as their email editor turn it off prior to installing the new software. Other users should be able to install the upgrade without any glitches, the guides and installation information provided at our Resource Center should be all that you require.

Point of contact is the PM SET-D Helpdesk (Mon - Fri 0600 - 1900 EST) at 1-888-SETD-CAC or 1-888-

**MANAGE YOUR MAILBOX SIZE**

You can view your mailbox size by selecting Tools, Mailbox cleanup From menubar, then choose the view mailbox size button. You can use this tool to manage the size of your mailbox.

CREATING E-MAIL SIGNATURE BLOCK

You can create an email signature block that will be displayed on all outgoing email messages automatically. To create, follow the steps below:

- In Outlook, click "Tools", scroll down and select "Options"
- Click "Mail Format" tab
- At the bottom of page, click "Signatures..."
- Click "New..."
- Type a name for new signature block
- Click "Next"
- Inside the box, type "signature text"
- Click "Font" to set the style, size, and color
- Click, "OK"
- Click, "Finish" to complete

POC: Arned Powell (757) 878-7831

Reassignment

Effective 8 Mar 2004 Mr. Keith A. Oaks (PE Systems Contractor) was reassigned from SDDC Alexandria to 597th TTG Sunny

EMAIL ADDRESS CHANGES IMCAT/ITR

The Email address mailbox for the IMCAT team has been changed to SDG6 IMCAT, address SDG6IMCAT@sddc.army.mil

The Email address mailbox for the Information Technology Report has been changed to SDG6 ITR, address SDG6ITR@sddc.army.mil

Intermec Printer 4100 & 3400 2D Upgrade

Chris Easton (703) 428-2809

Over the last couple of years, we have been upgrading the 4100, and 3400 printers worldwide (as WPS Project personnel were visiting) with new firmware chips, in anticipation of printing 2D Labels directly from WPS. We believe all the 4100 and 3400 printers have been upgraded but we need to verify that indeed they all have the right chip set before we release with WPS 6.14 this summer. The older chip-sets will not work with the new 2D Processes! In view of the above we request that you check the Firmware version on all 4100 and 3400 Printers and report back (e:mail) the serial numbers of your 4100 and 3400 printers and what version of Firmware you have in your printers to Amy Sykes and Clarence Jackson Copy to Wayne Woolard and Chris Easton **by 23 April 2004**. Procedures for checking this version number can be found on the WPS Web site. In addition, for the 3400 printers, we need to know if you have a 3400B or 3400D. The type can be found in the label on the back of the printer just under a barcode - for example: 3400D0020000 would be a D model. If any of your chip-sets require upgrade, we will send you the chips and installation instructions. If you need assistance please call the WPS Help desk.